



# CITY OF HOUSTON

## Job Posting

1	tn	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification		SENIOR PAYROLL CLERK
3	Posting Number		PN# 109286
4	Department		Public Works & Engineering Department
5	Division		Right-of-Way & Fleet Maintenance Division
6	Section		Payroll Section
7	Reporting Location		611 Walker St. 20 <sup>th</sup> Floor*
8	Workdays & Hours		M - F, 7:00 a.m. - 4:00 p.m.*
			*Subject to change
9	<b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</b> Provides complex processing of payroll, P.D. Form 201's, and clerical accounting a activities. Compiles payroll statistics and data for management reports. Processes and communicates benefit procedures and policies to employees. Responsible directly or through lower level payroll clerks, for processing all changes in Department employee payroll status. Prepares and monitors general payroll and P.D. Form 201 activities, procedures and various reports for compliance with city ordinances, policies and procedures. Answers employees' payroll, personnel and/or benefit inquiries. Resolves payroll check discrepancies and/or P.D. Form 201 discrepancies. Counsels employees when special payroll problems occur. Performs data entry activities to update records. May process retirement applications. May calculate and post Department employees earnings including overtime, shift differentials, deductions and exemptions. May assist in distribution of paychecks. Reconciles payroll and accounting reports. May train timekeepers/ payroll clerks in maintaining records. Processes payroll wage statements as required. Performs other duties as necessary.		
10	<b>WORKING CONDITIONS</b> There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. This position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds) may be required.		
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc.,as might normally be acquired through attainment of a high school diploma or a GED certificate.		
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> Two (2) years of payroll/payroll-related experience is required.		
13	<b>MINIMUM LICENSE REQUIREMENTS</b> Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).		
14	<b>PREFERENCES</b> Knowledge of personal computers is preferred.		
15	<b>SELECTION/SKILLS TESTS REQUIRED</b> None		
16	<b>SAFETY IMPACT POSITION</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.		
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 13 \$824 - \$1,154    Biweekly    \$21,424 - \$30,004 Annually</div>		
18	<b>OPENING DATE</b> March 8, 2006		
19	<b>CLOSING DATE</b> March 14, 2006		
20	<b>APPLICATION PROCEDURES</b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. <b>For application status inquiries, please call (713) 837-7521.</b> All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. <b>TDD Line phone number (713) 837-9471.</b>  An equal opportunity employer		